

**30 DECEMBER 1998**



**Security**

**BASE DESTRUCTION FACILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction describes policies and procedures for use of the Base Destruction Facility (Building 7423) for the destruction of classified material. The types of material which may be destroyed using this facility include paper; laminates; transparencies; audio and video cassette tapes; and typewriter ribbons. A separate machine is available in the facility for use in destroying microfiche, film, and computer disks. The "two-person" policy will be strictly enforced while using this facility. This instruction applies to all personnel who use this facility. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to 30 DCI/IMR, (Building 7425), 386 10<sup>th</sup> Street, Suite A, Vandenberg AFB CA 93437-5202. **Attachment 1** explains the Feed Rates and Ratios. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

**1. Responsibilities:**

- 1.1. The Base Records Management Office (DCI/IMR):
  - 1.1.1. Controls and manages the destruction facility.
  - 1.1.2. Issues the key to users of the facility.
  - 1.1.3. Trains users of the facility on use of equipment.
- 1.2. Users/Operators will:

- 1.2.1. Ensure strict adherence to this instruction while operating the equipment.
- 1.2.2. Ensure the facility is secured after using the facility.
- 1.2.3. Comply with applicable security directives when destroying classified material.
- 1.2.4. Report breakdown of equipment to facility manager.

## 2. Policy.

2.1. Equipment Failure. Should the equipment breakdown, the user cannot leave the facility until the material is cleared and the facility manager (DCI/IMR, ext. 6-7025), unit security manager, and the base information security officer (30 SFS/SFAI, ext. 6-4615) have been notified. If an equipment breakdown or failure requires an emergency trouble call to contract maintenance and it is determined that the breakdown or failure resulted from misuse or abuse, the user can be held financially responsible for all repair costs to the equipment. Misuse is defined as use other than that prescribed in this instruction (see paragraph 3., paragraph 4., and [Attachment 1](#)).

2.2. Point of Contact Memorandum. Users of the facility will designate a primary and alternate points of contact for use of the facility. Send memorandum (annually, during October) with their names and phone numbers to DCI/IMR, (Building 7425), 386 10<sup>th</sup> Street, Vandenberg AFB CA 93437-5202.

2.3. Operators Training. All personnel requesting use of the destruction facility must attend an initial training class and be familiar with the content of this instruction. Training classes are held on an as-need-basis. Send a memo to DCI/IMR with the names of individuals requiring training.

2.4. Top Secret Material. If the machine becomes jammed while destroying Top Secret material, the user must provide an individual with the appropriate security clearance to monitor and supervise the unjamming process. This monitor will ensure all applicable security directives are followed.

**3. Facility Operating Procedures.** The following procedures will be followed when using the destruction facility. Deviation from these procedures could result in misuse or abuse of equipment.

### 3.1. Start-Up Procedures.

- 3.1.1. Turn on the main power switch (**big breaker box**).
- 3.1.2. Turn on the house lights (**small breaker box**).
- 3.1.3. Turn on the water valve at the base of sink counter clockwise.
- 3.1.4. Turn on the pressure valve (**red knob**) counter-clockwise then proceed to turn on water valve next to pressure knob (clockwise).
- 3.1.5. Shake dust from the filter tubes.
- 3.1.6. Put on hearing protection.
- 3.1.7. Turn on the airlock switch located on panel #1.
- 3.1.8. Turn on the fan switch located on panel #2.
- 3.1.9. Turn on the baler switch located on panel #3.
- 3.1.10. Turn on the disintegrator switch located on panel #4.

3.1.11. Turn on the conveyor ramp switch located on panel #5. The speed of the conveyor should be kept at between 30 - 40 ramp speed.

### 3.2. Operating the Equipment.

3.2.1. Two people are required to operate the destruction facility equipment - one to feed the material on the conveyor ramp and one to monitor the baler. The person monitoring the baler will make sure the shredder does not jam. If the shredder jams, shut down the equipment at the main breaker switch and notify the facilities manager immediately.

3.2.2. Feed material into the disintegrator via the conveyor ramp. Feed a few sheets at a time, then slowly increase the amount to about 1/4-inch to 1/2-inch. (Thickness will vary depending on type of material being destroyed.) Be sure to lay all material flat on the conveyor ramp.

**CAUTION: Overfeeding can cause the machine to overload and jam.**

3.2.3. The "pitch" or sound of the blades will change as soon as the material drops into the hopper. You may need to pause while feeding material into the machine to let the disintegrator properly cut and move it to the baler.

3.2.4. Bound material will not be fed into the machine.

3.2.5. When the baler alarm activates, a loud siren and flashing light will alert the user to change the bag. When this happens, stop feeding the machine, turn off the conveyor ramp, and set the baler control switch to "hand." This will turn off the siren and flashing light. Do not turn off any other systems.

3.2.6. Reverse the baler ram by holding the start and reverse buttons simultaneously for two minutes or until you hear a "locking" sound. This sound tells you the "ram" is retracted and ready to use.

3.2.7. Separate the baled material from the end of the baler using the gloves provided. Close or tie the bag and dispose of it in the dumpster outside the building. Be very careful when lifting the bales as they each weigh between 50 and 70 pounds.

3.2.8. Put a new bag on the baler.

3.2.9. Turn the baler control switch to "Auto." Turn on the conveyor ramp and resume cutting your material.

3.2.10. If the system jams, do not attempt to fix the equipment yourself. Turn off the power and notify the facilities manager at extension 6-7025.

3.2.11. Turn off the main power during any emergency.

### 3.3. Shutdown Procedures.

3.3.1. After the last piece of material has dropped into the hopper, turn off the conveyor ramp switch located on panel #5.

3.3.2. Wait three to five minutes before you turn off the disintegrator switch located on panel #4. The material is destroyed when the pitch or sound of the blades changes and no material drops from the disintegrator as you look through the baler window.

3.3.3. Turn off the baler switch located on panel #3.

- 3.3.4. Wait one to two minutes before you turn off the fan switch located on panel #2 and the air lock switch located on panel #1. This will give the system a chance to clear itself.
- 3.3.5. Shake the dust filter tubes, then open the hatch and vacuum out the bottom.
- 3.3.6. Clean the area and all equipment.
- 3.3.7. Replace all equipment to its original location. Put all cleaning supplies into the cabinet.
- 3.3.8. Make sure there is no classified material laying around anywhere in the facility.
- 3.3.9. Turn the water off by turning the faucet clockwise.
- 3.3.10. Turn off the main power switch located in the big breaker box.
- 3.3.11. Lock the facility and return the key to DCI/IMR.

**4. Equipment Safeguard Items.** Failure to observe the following items can cause injury to yourself or serious damage to equipment. Do not put any metals into this machine. You could be held liable if these instructions are not followed.

- 4.1. Do not change the baler count--the bales get heavier the bigger they get.
- 4.2. Do not shake the dust filter while the equipment is operational.
- 4.3. Do not deviate from the established feed rates and ratios listed in [Attachment 1](#) of this instruction. You will seriously damage the equipment if you do not heed this precaution.
- 4.4. Do not operate the equipment alone. This is a security and safety violation.
- 4.5. Do not attempt to clear the equipment.
- 4.6. Do not speed up the equipment in order to accomplish your task faster.
- 4.7. Do not overfeed the equipment; establish a safe feed rate by "feel" or the sound of the cutting blades.
- 4.8. Do not look into the hopper while the disintegrator is running.

LARRY L. WALKER, Lt Col, USAF  
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**Attachment 1****FEED RATES AND RATIOS**

<b>MATERIAL</b>	<b>RAMP PAPER</b>	<b>MAXIMUM</b>	
	<b>SPEED</b>	<b>RATIO</b>	<b>THICKNESS</b>
Paper	30 - 40	N/A	1/2 inch
Laminate	30	3:1	1/2 inch
Transparencies	30	3:1	1/2 inch
Typewriter Ribbons	30	4:1	N/A
Tapes	30	4:1	N/A

**A1.1.** Laminates and transparencies must be destroyed with paper to facilitate the cutting process. Too little paper will cause the blades to overheat and melt the plastic instead of cutting it. This will result in jams, unnecessary wear on the blades, and could cause a fire.

**A1.2.** Typewriter ribbons, audio tapes, video tapes, and other material must be taken apart, then placed in an envelope or paper bag to prevent tape from wrapping around the blades.

**A1.3.** Comb bindings can remain in any document as long as the material does not exceed 1/4 inch in thickness. All other fastening devices must be removed (i.e., paper clips, staples, fasteners, screw posts, etc.) to prevent the blades from getting dull.

**A1.4.** A special shredder is available to destroy microfiche, computer disks, or any other microfilm products. Separate hands-on training will be given for this machine, when requested.

**A1.5.** Computer disks must be removed from their plastic sleeve before they are destroyed in this machine.